



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**OFFICE TECHNICIAN (GENERAL)
\$2,758 - \$3,455
BUSINESS MANAGEMENT BUREAU
SAN FRANCISCO**

This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days

RESPONSIBILITIES: Under the direct supervision of the Business Service Officer I - Supervisor, this position performs a variety of business services work in the Business Management Bureau (BMB) including, but not limited to property, facilities, warehouse, and support services, and may assist in the performance of more difficult and complex assignments for the California Department of Insurance (CDI), BMB, San Francisco headquarters office. The position has contact with a wide variety of departmental staff, in addition to close and frequent contact with all levels of other governmental agencies, departmental management, and the public.

DESIRABLE QUALIFICATIONS:

- Ability to listen to others and communicate in an effective manner.
- Provide excellent customer service to internal and external clients.
- Get along and interact positively with co-workers and work in a team environment.
- Ability to work with all levels of staff.
- Ability to handle multiple priorities.
- Excellent organizational skills and attendance.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Communicate effectively in order to exchange information, both verbally and in writing.
- Make arithmetical computations.
- Follow verbal and written directions.
- Evaluate situations accurately and take effective action.
- Make clear and comprehensive reports and keep extensive records.
- Apply specific laws, rules and office policies and procedures.
- Provide functional guidance

08/17/15 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Technician (General) level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Office Technician (General), PSN # 413-293-1138-XXX" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Malinda Randolph at (916) 492-3308.

FINAL FILING DATE: August 31, 2015 - Close of Business (5:00 p.m.)

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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